

## LABOR RELATIONS COMMITTEE

### MINUTES

The Labor Relations Committee met on Monday, June 10, 2019 at 6:15 p.m. in Conference Room No. 1 at the Willmar City Office Building.

Present:	Shawn Mueske	.....	Chair
	Fernando Alvarado	.....	Vice Chair
	Vicki Davis	.....	Council Member
	Kathy Schwantes	.....	Council Member

Others present: Human Resource Director Samantha Beckman, Mayor Marv Calvin, City Administrator Ike Holland, Fire Chief Frank Hanson, City Clerk Judy Thompson, Public Works Director Sean Christensen, and Shelby Lindrud from the West Central Tribune.

#### Item No. 1      Call to Order

The meeting was called to order by Council Member Mueske at 6:15 p.m.

#### Item No. 2      Public Comment

There was a public comment by Mayor Marv Calvin stating he spoke with the City Attorney about being able to participate in the Committee discussions as long as he is not breaking a tie vote. He also expressed disappointment that Deputy Fire Chief item was included on the agenda as he did not want to fund any new positions in 2019 or 2020. He also expressed the Deputy Fire Chief was a position he requested when he was Fire Chief and had plans to put that position in the 2021 budget. He commented on the City Clerk item on our agenda and said we should consider re-posting the City Clerk position if we were going to increase the pay scale.

#### Item No. 3      Department Head Pay (Information)

Staff provided our Department Head's pay scales from the last four years as well as the results from the compensation study that was conducted on those positions in 2015. The changes recommended by Springsted were implemented in 2016 to bring the Department Head's pay scales in line with market rates. Springsted provided a recommendation for a City-wide pay structure that covers all positions which was reviewed in more detail. It shows that our Department Heads pay scales are still competitive with the market rate. Their study also shows that if we implemented new pay scales that incorporated the Employer Family Health Insurance Premium Contribution as well as the Employer HSA Contribution it would reduce all existing Department Head pay scales. Staff will be evaluating our pay equity compliance with Springsted over the next several weeks and incorporate that information into Springsted's presentation to Council on July 29.

#### Item No. 4      Deputy Fire Chief Position (Information)

Staff presented a request for a new Full-Time Deputy Fire Chief that included a proposed job description, justification for the position, and salary range. With increased population, commercial (and inspection) growth, emergency management protocol, increased Training and Public Education requirements, and the need for a full-time 'back-up' chief (rather than only available on-call) there is a growing need for a Full Time Deputy Fire Chief. It was requested that the Mayor, Fire Chief, current Administrator Holland, and Interim Administrator Gramenz schedule a meeting to discuss next steps and possible funding sources for the new position.

Item No. 5      City Clerk Job Description (Information)

Staff presented a request to re-examine the City Clerk Job Description and pay scale. The Council approved job description from July of 2016 shows the position as non-exempt, pay range 7, and supervises the Receptionist at the City. However, the offer letter signed by Interim Administrator McGuire states that the position is exempt and in the Supervisor Unit (currently the Clerk is unrepresented). There are also several duties that were removed from the job description in 2016, however the current City Clerk continues to perform those duties so they should be added back in to the job description or assigned to another position. Whichever position those duties are assigned to, will require a change in the job description and re-scoring of the position. Staff will review other Cities job descriptions, pay ranges, and exemption statuses along with the former City Clerk's job description and bring those to the next Labor Meeting.

Item No. 6      Employee Personnel Policy – 3<sup>rd</sup> Section (Motion)

Staff presented the third section of the updated employee personnel policy obtained from the League of MN Cities. Text in black is League's recommended language and text in red is language pulled from our existing Personnel Policy. A motion was made by Council Member Alvarado, seconded by Council Member Davis and passed to adopt the third section of the new Personnel Policy.

Item No. 7      Employee Personnel Policy – 4<sup>th</sup> Section (Information)

Staff presented the fourth section of the updated employee personnel policy obtained from the League of MN Cities. At the League's recommendation, staff is utilizing their handbook template and customizing it to Willmar's policies and procedures.

There being no further business to come before the Committee, the meeting was adjourned at 8:04 p.m. by Chair Mueske.

Respectfully submitted,

Samantha Beckman  
Human Resources Director